



REQUEST FOR PROPOSALS

Long Island Sound BMP Tracking Tool Phase II – Part 2

August 2023

NEIWPCC, in cooperation with Long Island Sound Study and its partners including the Connecticut Department of Energy and Environmental Protection, is inviting proposals for the continued development of the Long Island Sound BMP Tracking Tool with a focus on the Connecticut portion of the watershed. The objective of the work described here is to further develop and implement a tracking and accounting system (Phase II Part-2) based on the recommendations of Phase I, and the comments received during Phase II-Part 1. The results of the project will advance the tracking and reporting of a nonpoint source and stormwater tracking tool in the Connecticut portion of the Long Island Sound watershed. This project will build upon the previous phases of this project while dovetailing with ongoing modeling and tracking projects being completed by others in the Long Island Sound watershed.

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I. Overview

NEIWPCC

NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. Our mission is to advance clean water in the Northeast through collaboration with, and service to, our member states. NEIWPCC's vision is for clean and sustainable water throughout the Northeast. We base our work on the core values of leadership, collaboration, education, service, and science.

The Long Island Sound Study

The Long Island Sound Study (LISS) is a federally authorized and funded partnership of the US Environmental Protection Agency (EPA), the states of Connecticut and New York, and multiple federal, state, and local agencies, academic institutions, environmental groups, and businesses. Established in 1985, the program is dedicated to restoring and protecting Long Island Sound, designated by Congress as an estuary of National Significance. It is guided by the mission, goals, and strategies of its Comprehensive Conservation and Management Plan (CCMP) originally written in 1994, substantially revised in 2015, and updated in 2020. The CCMP's collaborative actions to restore and manage Long Island Sound are implemented through four focal themes: 1) Clean Water and Healthy Watersheds; 2) Thriving Habitats and Abundant Wildlife; 3) Sustainable and Resilient Communities; and 4) Sound Science and Inclusive Management.

II. Project Goal

The goals of this project (Phase II – Part 2) are to: 1) further refine and establish a tracking system baseline, 2) finalize a set of nitrogen removal efficiency calculation methods for control measures have already been adopted as part of Phase II – Part 1, Part 2 should ensure these methods are congruent to existing modeling and tracking efforts in the region (work performed by others), 3) Select a sub-basin(s) in Connecticut (upper basin states and their watersheds can also be considered) and obtain data required to populate the tool, 4) adapt the tool already developed to be updated with the revised baseline and apply it to the selected sub-basin in

Connecticut (and other state(s) as appropriate)-note that the inclusion of environmental justices areas in Connecticut is a priority, 5) make the tool publicly accessible and provide instructions to the public on its use.

III. Scope of Work

This RFP is for services to LISS in fulfillment of the CCMP as follows in the project tasks described below. The Nitrogen Coordination Work Group will also consider the recommendations for “next steps” resulting from Phase 2 – Part 1 of the project. The recommended next steps provided by the contractor that completed Phase I and progress towards completing these are listed below. We anticipate that contractual assistance will be required to complete the tasks listed below and welcome additional task options to be proposed.

Additionally, we expect to engage a Technical Advisory Committee (TAC) to provide input and to guide the selected contractor in major decisions related to the tasks defined below. The contractor will be expected to engage the TAC throughout the project. The TAC is expected to include state staff, federal partners, representatives from regional modeling efforts, expected users, NEIWPCC, and other experts.

Project Tasks

Task A. Establish tracking system baselines

1. Further work is required to set a base year for land use data and for control measure installation dates. Phase II – Part 1 used 2016 as the baseline year for the tool; however, some Technical Advisory Committee members expressed concern about changing the baseline year from the original 2000 baseline of the Total Maximum Daily Load (TMDL) for Long Island Sound. This phase will finalize the appropriate baseline for the tool.

Task B. Adopt a set of nitrogen removal efficiency calculation methods for control measures

1. This task was completed in the initial Phase II – Part 1 work. Phase II – Part 2 should confirm these efficiencies and ensure they are congruent with ongoing modeling and tracking work being completed around the Long Island Sound region (work being completed by others).

Task C. Select a pilot sub-basin (in Connecticut) and obtain required data

Components of this task were completed in the initial Phase II – Part 1 work. However, the tracking tool still needs to be more fully applied to a sub-basin/community in Connecticut to further test the platform. A community in an upper-basin state could also be included in Phase II – Part 2 as a means to further develop the tool.

1. The selection of the pilot sub-basin (in Connecticut) and beyond should focus on environmental justice areas within Connecticut. Note, Hartford, CT is a State priority and identified as a national priority area within the Economic Innovation Group’s Distressed Community Index (<https://eig.org/distressed-communities/2022-dci-interactive-map/?path=state/CT>) as one of the nation’s highest distressed community scores. It is anticipated the selected sub-basin will need to align with municipal boundaries.
2. Based on the outcome of Task A, the required land use data layers for the pilot sub-basins/communities including both the base year layer and the current (e.g., 2016) data layer can be obtained and incorporated into the tool.
3. Conduct a change analysis and use the nitrogen export coefficients for land use types (e.g., forest, urban, and agricultural) to estimate the change in annual nitrogen load from the base year to current land use conditions.

4. Further expand the urban and agricultural control measures installed inventory since the tracking system base year based on information from the pilot sub-basins/communities. It is anticipated that this will require the review of digital and hard-copy documents from organizations and local governments in the watershed(s) selected. As noted in #2 above, it is expected that sub-watersheds will need to be defined by municipal boundaries.
5. Complete an analysis of resources and time required to implement the tracking system across the entire Long Island Sound watershed. This will allow managers to identify the long-term resource requirements for the tools development and maintenance.

Task D. Adapt the selected tracking and accounting system and apply to the pilot watershed

This task was completed in Phase II – Part 1, but in Part 2 it will be updated to incorporate the updated baseline, if altered, and the additional pilot watershed applications.

1. Customize the tracking system, as needed, to serve as the LIS tracking system framework.
2. Load data and methods modules as outlined above in Tasks A, B, and C into the tracking system.
3. Demonstrate and share the tracking system for the pilot LIS sub-basin(s)/communities.

The tool will be built so that data entry and analysis is user friendly and multiple entities can enter data. The contractor will also be responsible for training Phase II – Part 2 users on how to enter data into the tool and analyze the data that have been entered.

Anticipated Project Meetings

Meeting Type	Purpose	Potential Participants
Kick Off	Project team organization	TAC and the selected contractor
QAPP Review	Project Team to confirm QAPP components and data requirements	Project team members as appropriate
Task review/completion (at least one per task)	Review tasks progress and completion	TAC and the selected contractor
User Training	Show users how to use the tool, input data, and generate outputs	Users within the selected watersheds/communities, TAC and the selected contractor

Desired Outcome

The project outcomes desired are as follows:

- A finalized baseline for the tool that is agreed upon by the project team.
- Nitrogen removal efficiencies and calculations for control measures that are congruent with ongoing modeling tools, the Connecticut MS4 permit requirements, and industry standards/best practices.

- At least one sub-basin/community in Connecticut will be used to develop the tracking tool. Note that the inclusion of environmental justices areas in Connecticut is a priority.
- Additional sub-basins/communities in Connecticut, Massachusetts, New Hampshire, and Vermont are desired for inclusion as resources make possible.
 - This includes the baseline, land use change between baseline and present, detailed inventory of control measures implemented since the baseline, a cost/time estimate to fully implement the tool across the LIS watershed.
- Develop the final tool, make it publicly available and allow a user to implement data on their own and produce attractive maps, tables, and other useful outputs that can be shared with the public. This will include training for the pilot tool users and future participants (via materials or recording of sessions).

IV. General Guidelines for Applicants

Eligibility

Applicants who are eligible to submit proposals in response to this RFP include: federal (non-EPA), state, or local government agencies; interstate agencies; private non-profit organizations and institutions; for-profit organizations; and academic or educational institutions. Partnerships are allowed.

Schedule

The project should take no more than 18 months, with all final reports and paperwork received by February 28, 2025. However, it is desirable for projects to be completed earlier.

The schedule* for this RFP is as follows:

Proposals Due to NEIWPC	September 11, 2023 12:00 PM EST (noon)
Applicants Notified of Funding Decisions	September 25, 2023
Project Start Date	October 16, 2023
Quality Assurance Project Plan (QAPP)	To be completed prior to data collection activities
Quarterly Reports	10th of the month following each quarter's close

*Schedule is subject to change.

Funding

There is \$250,000 available for this project and it is anticipated that one successful project will be chosen. Proposals with budgets that exceed the identified funding cannot be considered. Awarded funds may be used for expenses specifically related to the proposed project, including wages and consultant fees. Expendable and non-expendable equipment directly related to the proposed project may qualify for funding, but requires pre-approval (prior to proposal submission) by NEIWPC and must be justified in the proposal. Indirect costs are allowed, but must be in line with the following procedures: Applicants with a valid Negotiated Indirect Cost Rate Agreement with their cognizant federal agency must use that rate, and must provide documentation of the negotiated rate. Applicants that do not have a Negotiated Indirect Cost Rate Agreement may charge a maximum indirect rate of 10 percent of direct costs.

Match

Although cost share or match is not required, projects providing non-federal cost share or match will receive favorable consideration over projects without cost share or match.

Cost share or match can be satisfied with cash or in-kind services, or a combination of both. Cash contributions are those funds used to purchase goods or services associated with the project. In-kind contributions represent the value of non-cash contributions provided by the applicant. Any contributions must be clearly explained in the proposal and must be documented.

Deliverables

The primary deliverables for this project will be the following:

1. **Quarterly reports** delivered to the NEIWPC project manager no later than the 10th day of January, April, July, and October during the duration of the project.
2. Approved Quality Assurance Project Plan. See below for additional information about this deliverable.
3. At least three digital photos (highest resolution and size possible) of people participating in activities relating to the project.
4. **Summary report of Task A** in Adobe .pdf format including:
 - a. Summary of all activity
 - b. Description of base year selected and supporting documentation
 - c. Summary of TAC input (via meeting and summary of comments)
5. **Summary report of Task B** in Adobe .pdf format including:
 - a. Summary of all activity
 - b. Description of nitrogen removal efficiency calculation methods selected and supporting documentation
 - c. Analysis showing the congruence of the efficiency calculation methods with ongoing modeling and tracking work being completed by others
 - d. Summary of TAC input (via meeting and summary of comments)
6. **Summary report of Task C** in Adobe .pdf format, of the tool being applied to sub-basin(s)/communities in Connecticut (and the upper-basin states) including:
 - a. Summary of base year layer data used for the sub-watershed(s)
 - b. Summary of the change analysis conducted and use of nitrogen export coefficients based on land use type, along with estimates of annual nitrogen loading from the base year to the current land use conditions
 - c. Listing of expanded urban and agricultural control measures installed inventory in the sub-watershed from the base year onward using information available from the pilot sub-basins/communities. The consultant should highlight the methodology used to gather control measure information from the sub-basins/communities
 - d. Analysis of the resources and time required to implement the tracking system across the entire LIS watershed, providing managers with the long-term resource requirements to develop and maintain the tool
 - e. Summary of TAC input (via meeting and summary of comments)
7. **Task D-** An Adobe .pdf file summary report for the tracking and accounting tool, and web-based interface showing the tool applied in the selected sub-watershed(s) and communities including:
 - a. Incorporation of the updates and additions developed in Tasks A, B, and C and load them into the tool as appropriate modules and methods.
 - b. Incorporate the Connecticut MS4 reporting into the tool
 - c. Summary of TAC input (via meeting and summary of comments)

- d. Demonstrate and share the tool with the communities in the sub-basin(s) including providing training on its use, this should take the form of a user guide, FAQs, and recorded training session(s). The final tool should be accessible in a web-based format.
8. **Final report** in Adobe .pdf format, summarizing the work completed in the Tasks A-D
9. **Project team calls and meetings** as described above.
10. If data are collected under this grant, the data are expected to be entered into U.S. EPA's data systems. Specifically, the successful applicant must ensure all water quality data generated in accordance with an EPA/NEIWPC- approved Quality Assurance Project Plan, either directly or by subcontract, are transmitted into the Agency's Storage and Retrieval (STORET) Data Warehouse annually or by project completion using either WQX or WQXweb. Water quality data that are appropriate for STORET include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the U.S. EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX/STORET structure. WQXweb is a web-based tool to convert data into the STORET format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQXweb, and the STORET Warehouse, including tutorials, can be found at <http://www.epa.gov/storet/wqx/>.

All deliverables are to be submitted in draft form in Microsoft Word format for review by project partners and approval by the project manager (See Contact Information in Section IX). All final reports are to be delivered in Adobe .pdf format upon approval by the project manager.

Quality Assurance & Quality Control Requirements

The NEIWPC Quality Management Plan requires that Quality Assurance Project Plans (QAPPs) are developed and approved for all projects involving environmental information operations (i.e., collection, analysis, and/or manipulation of environmental data). For projects that involve environmental information operations, the contractor will be responsible for developing the project QAPP and submitting it to EPA and NEIWPC staff for review after the start of the contract period. NEIWPC will provide guidelines for QAPP development. The QAPP must be approved by the EPA, the NEIWPC Project Manager, and the NEIWPC Quality Assurance Program Manager prior to any information collection or analysis. If your proposed project will include environmental information operations, development of the QAPP can be completed as a task under this project and should be included in the proposal narrative, timeline, and budget. While preparing your proposal, please account for the additional time and resources necessary for QAPP development. Allow a minimum of 30 days for the development of your QAPP and 90 days for the review and approval of your QAPP by NEIWPC and EPA QA officers. It is appropriate for an applicant to utilize or build upon an existing, relevant, approved QAPP if one exists.

For more information about QAPPs, see <http://neiwpc.org/our-programs/assessment-and-research/quality-management/> and <https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>.

Questions regarding the QAPP process or the necessity of a QAPP for a proposed project should be directed to the NEIWPC Project Manager (see contact information in Section IX) by September 4, 2023.

Deliverables, Ownership, and Credit Due

All materials, software, maps, studies, reports, and other products or data, regardless of physical form or characteristics, produced as a result of this solicitation and funded, in whole or in part, under an agreement with NEIWPC shall be made available to NEIWPC, LISS, CTDEEP, and the U.S. EPA in the formats in which it is stored

or maintained. NEIWPCC, LISS, CTDEEP, and the U.S. EPA shall have an unrestricted right to use any materials, software, maps, studies, reports, and other products or data generated using assistance funds or specified to be delivered. The contractor shall not obtain, attempt to obtain, or file for a patent, copyright, trademark or any other interest in any such materials, software, maps, reports, and other products or data without the express, written consent of NEIWPCC and subject to any other approvals required by state or federal law. Reports and other deliverables will credit NEIWPCC, LISS, CTDEEP, and U.S. EPA for any work completed under the grant award.

Geographic Information System (GIS) Data Requirements

GIS data produced under this project must adhere to the requirements of EPA's National Geospatial Data Policy (see <https://www.epa.gov/geospatial/epa-national-geospatial-data-policy>). Specifically, the selected contractor must provide documentation for all produced data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of required metadata. The EME and related training materials can be downloaded from <https://edg.epa.gov/EME/>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <https://www.epa.gov/geospatial/epa-region-2-gis-deliverables-guidance>. GIS data produced under this project will be submitted to NEIWPCC as a deliverable.

Surveys & Information Collection

This project is funded through a U.S. EPA Assistance Agreement with NEIWPCC. NEIWPCC cannot use these funds to support a survey without completion of an Information Collection Request (ICR) describing the survey. The ICR must be submitted to the U.S. EPA Office of Management and Budget (OMB) for review and approval. This is an extensive process that can take several months to complete. A survey is defined as the collection of identical information from ten or more non-Federal respondents within a 12-month period. OMB approval must be received before any survey activities supported by NEIWPCC funds can begin. If the selected contractor is providing non-federal match for this project, these matching funds may be used to support the cost of designing and administering a survey without the development of an ICR. NEIWPCC funds may be used for analysis of the survey data and publication of the results regardless of whether or not an ICR is completed.

Insurance Requirements

NEIWPCC requires its contractors to maintain Workers Compensation and General Liability insurance. More details will be provided to applicants selected for funding. Note this applies for all contractors, including sole proprietors. If you cannot provide proof of insurance, please do not apply for this funding opportunity.

V. Proposal Requirements

Proposals must include a (1) cover letter, (2) title page with abstract, (3) narrative with citations, (4) timeline, (5) budgets (both overall and task-based budget formats), (6) budget justification, (7) description of qualifications, and (8) letters of commitment or support. Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all of the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

Cover Letter

Please include a one-page cover letter, printed on official letterhead and signed by an authorized representative of the lead agency, firm, or institution, with each proposal. The cover letter must state that:

- You are applying for funds under this program.
- You commit to the match you are proposing, if any.
- You acknowledge that funding is provided per a task-based schedule for tasks completed.
- You have read and understand NEIWPCC's COVID-19 policy as stated within the RFP.

Title Page

For your convenience, an electronic version of the title page is available as a Microsoft Word document at <http://neiwpc.org/about-us/working-with-neiwpc/>. The title page must adhere to the format provided in Appendix A and include all of the following information, using a maximum of one single-spaced, one-sided, typed 8.5" x 11" page with 11-point font and 1-inch margins:

- **Project Name:** Use the exact project name as it appears throughout the proposal.
- **Organization:** Provide the organization name.
- **Primary Investigator Name and Contact Information:** Provide the name, title, and affiliation of the primary investigator, as well as mailing address, phone number, and email address.
- **Financial Contact Name and Contact Information (if applicable):** Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from primary investigator), as well as mailing address, phone number, and email address.
- **Project Partners (if any):** Provide the names, titles, affiliations, for each of the additional investigators or support staff who will significantly contribute to the project (if any).
- **Funds Requested:** Provide the amount of money you are requesting from NEIWPCC for the project.
- **Matching Funds:** Provide the amount of matching funds you and/or your partners will be contributing to the project (if any).
- **Federal Tax Identification Number (FID)**
- **DUNS Number¹:** A DUNS number is a unique, non-indicative 9-digit identifier that verifies the existence of a business entity globally. Contractors must provide NEIWPCC with a DUNS number to comply with an administrative condition of NEIWPCC's EPA grant (individuals are exempt).
- **Unique Entity Identifier (UEI) Number:** The official identifier for doing business with the U.S. Government will be changing from using a DUNS number to a SAM.gov created Unique Entity Identifier ("UEI") number. Contractors will no longer need to go to a third-party website (Dunn & Bradstreet) to obtain their identifier. Instead, they will register for a their UEI through the System for Award Management (SAM) at <https://www.sam.gov/portal/SAM>. This SAM-generated number will become the official identifier for doing business with the U.S. Government and NEIWPCC.²
- **Certified Disadvantaged Business Enterprise (DBE):** Indicate if your organization is a DBE.
- **Project Location Description (City, State):** Provide the state and city where of the primary location where work will be completed.
- **Project Location Coordinates (Latitude, Longitude):** Provide the latitude and longitude coordinates for the primary location where work will be completed.

¹ Obtaining a DUNS number is free for all entities doing business with the Federal government. Under normal circumstances the DUNS number is issued within 1-2 business days when using the web form process (<http://fedgov.dnb.com/webform>).

² In April 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System. All NEIWPCC Contractors will be required, as part of the contract process, to submit their UEI as part of the agreement process. The DUNS number will no longer be used as a unique entity identifier and only the Sam.gov created number will be accepted.

- NEIWPCC's COVID-19 Policy: Confirm you have read and understand NEIWPCC's COVID-19 policy as stated within the RFP.
- Abstract: The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, (2) the methodology to be used, and (3) the expected outputs and outcomes of the project and how it addresses this RFP, including environmental benefits to Long Island Sound. **The abstract must fit within the title page.**

Proposal Narrative

The proposal narrative must not exceed seven consecutively numbered, single-spaced, typed 8.5" x 11" pages with 11-point font and 1-inch margins. The seven page narrative must include all of the following information:

- **Problem Description:** Briefly describe the project and its relevance to Long Island Sound CCMP. This section can also include brief background or introductory information.
- **Objectives:** Outline how the project will achieve the goal of this RFP.
- **Methodology:** Outline the project's design and describe the methods and techniques that will be used to meet the project's goal and tasks.
- **Expected outputs and outcomes:** Describe the project's expected outputs and outcomes, and list and describe each of the specific deliverables and end-products.
- Briefly discuss the **process to be used to evaluate the effectiveness and success** of the project.
- **Roles and Responsibilities:** Define the roles and responsibilities of all project participants.
- **Citations:** Include references as appropriate within the proposal narrative.

Timeline

Provide a detailed timeline for meeting identified tasks and completing deliverables, with a completion date no later than April 30, 2025. All timelines should be stated in terms of Month #1, #2, #4, etc. rather than specific dates, e.g. "March 5, 2024." Although the project start date is anticipated to be on or about October 16, 2023, this date may change based on the time the actual agreement is established. The timeline must be no more than one 8.5" x 11" page with 1" margins and 11-point font.

Budget

The project budget must be provided in two formats:

First, provide a complete, detailed budget using the format provided in Appendix B. For your convenience, an electronic version of the budget form is available at <http://neiwpc.org/about-us/working-with-neiwpc/>. The budget must be no more than one 8.5" x 11" page with 1" margins and 11-point font. Along with this budget, provide a brief justification (one page maximum) for the proposed costs in terms of meeting project objectives. Include an explanation of how indirect costs are calculated. Justify subcontracts, if any. Identify and describe current and pending financial resources (including the source) for non-federal cost share or matching funds that are intended to support the project. Entities intending to use a Negotiated Indirect Cost Rate must provide documentation of their rate. This documentation does not count toward the page limit.

Second, prepare a budget that is broken down by project tasks, as shown in Appendix C. For your convenience, an electronic version of the budget form is available at <https://neiwpc.org/wp-content/uploads/2020/02/Appendix-C-Task-Based-Budget.docx>. As you develop this budget, keep in mind that contractual payments will be made based on this budget. This budget must be no more than two 8.5" x 11" pages with 1" margins and 11-point font. Matching funds should not be included in the task-based budget.

Qualifications

The applicant chosen for this project should possess the academic and/or professional expertise and certifications in the relevant subject areas, and have a strong track record in delivering projects of this nature and facilitating successful working relationships with municipal and state government. Applicants must be able to demonstrate extensive experience MS4 and BMP implementation, nutrient tracking, modeling, community planning, and outreach. Applicants should have experience and capacity to conduct and manage effective public meetings and implement a web-based tracking tool. Attention to detail in documenting qualifications that meet the scoring requirements is strongly advised. The qualifications section, including resumes, CVs, descriptions of past projects, etc. must not exceed three pages.

Letters of Support

Projects undertaken in partnership with other organizations, particularly where the partner will provide a service or action must include support letters from each partner stating their specific commitments. If your project includes matching funds and the match is to be provided by partners, letters of commitment for the match from those partners must be included. General “letters of support” should not be included with the application.

VI. Submission Process

Proposals must be submitted by no later than **12:00 PM EST (noon) on September 11, 2023**. No late submissions will be considered. Applicants **must submit their proposals electronically** through the NEIWPC website. Unless prior approval is given, proposals received through e-mail, postal delivery, or any other delivery method will not be accepted.

To submit your proposal, go to <http://neiwpc.org/about-us/working-with-neiwpc/contractor-proposal-submissions/> and follow the instructions provided for uploading your file(s). It is highly preferred that the proposal and all supporting information are submitted as a single PDF document. This requires Adobe Acrobat or similar Adobe product (the free Adobe Reader does not allow the conversion of documents into PDF format), or a scanner. If multiple files are to be submitted, you will need to create an archive file (.zip, or .rar) containing all of the files you wish to submit. The file name should be in the following format: “LISS TRACKING TOOL_NAME OF YOUR ORGANIZATION.” Once you have clicked the “submit” button, please allow adequate time for your submission to process and do not hit the back button or close your browser window. The process is not considered complete until you have reached the confirmation page. If submitted successfully, you will receive an email from NEIWPC (mail@neiwpc.org) with the subject line “RFP Submission Confirmation” confirming your submission. For questions regarding submission of proposals, contact Richard Friesner, NEIWPC, rfriesner@neiwpc.org, (978) 349-2523.

VII. Proposal Evaluation Process

NEIWPC will screen all proposals to ensure that they meet all requirements of this RFP. If a proposal is found to be incomplete, the proposal will be eliminated from the competition and NEIWPC will notify the applicant. To be considered complete, proposals must include all of components described in Section V. Proposal Requirements. Pages in excess of the limits specified for each component will not be reviewed. Complete and eligible proposals will be reviewed by a panel composed of scientists and managers from partner agencies. Proposals may also be submitted for external peer reviews. The review team will evaluate the proposals based upon the following criteria:

VIII. Notification of Awards

Revised August 1, 2023
Reference NEIWPC JCC 0348-007

Award notification to applicants is expected by September 25, 2023. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is signed by both parties and all mandatory documentation, including proof of General Liability Insurance and Worker's Compensation, is received by NEIWPC. If your project includes environmental data operations, this work may not begin until the QAPP is approved. NEIWPC will not pay for expenses incurred prior to the contract start date. Payment for costs incurred will be on a reimbursement basis per the contract payment schedule and contingent upon completion of quarterly progress reports and project deliverables.

IX. Contacts

NEIWPC will accept questions about this RFP by email or phone through September 4, 2023.

For information regarding the application process, contact Richard Friesner, the NEIWPC Project Manager:

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